

JOB OPPORTUNITY

Job Opportunity Bulletin: **#06-057**

Final Filing Date: Until Filled

Position:
Accounting Administrator I

Salary:
\$4746 –\$5726

Location:
Office of Statewide Health Planning and Development
Division of Administration
Accounting Services
1600 9th Street, Room 450
Sacramento, CA 95814

Do you want to work in an organization that is a 2006 Sacramento Workplace Excellence Leader award winner?

Join us at OSHPD! The OSHPD's Administration Division is looking for an energetic, performance driven manager to join our Accounting Services team. Be part of an award winning Accounting Team and touching the lives of over 36 million Californians by helping us achieve our mission of promoting equitable healthcare accessibility for California.

Exciting duties include:

- ❖ Manage staff responsible for the areas of accounts payable, cash receipts, accounts receivable, revolving fund, travel, CALSTARS systems/reports processing and general ledger.
- ❖ Consults with management and program personnel to determine accounting needs or to interpret laws and other requirements governing the expenditure of State funds.
- ❖ Interact with Control agencies and departmental staff to resolve critical or complex accounting issues.
- ❖ Directs the fiscal year-end financial reporting process in accordance with State requirements.

Desirable Skills, Knowledge and Abilities:

- ❖ Extensive knowledge and abilities of the State's accounting principles and procedures, governmental accounting and budgeting, and grant accounting.
- ❖ Experience with Microsoft applications and CALSTARS.
- ❖ Excellent written and oral communication skills.
- ❖ Comprehensive ability to make sound decisions and recommendations.
- ❖ Ability to handle multiple priorities and deadlines.
- ❖ Reflect the Mission and Values of OSHPD.
- ❖ Bring fun into the workplace.

Who May Apply:

Applications will be accepted from individuals currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be contacted for consideration. Appointment is subject to budget restrictions and SROA and policies.

Interested parties should submit a letter of interest in how you meet the above skills, knowledge and abilities and a State Examination and/or Employment Application, STD-678 and a resume to:

Office of Statewide Health Planning and Development
Attn: Reuben Jimenez (Job #06-057)
1600 9th Street, RM 450
Sacramento, CA 95814

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

For more information contact Reuben Jimenez, Deputy Director, Administration Division, at (916) 654-1848.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

